

December 3, 2009

|            |                                       |
|------------|---------------------------------------|
| DIRECTIVE: | JOB CORPS PRH CHANGE NOTICE NO. 09-17 |
|------------|---------------------------------------|

TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

SUBJECT: PRH Chapter 5, Section 5.18, R3: Staff Injury, Illness, and Death Record Keeping

1. Purpose. To clarify the content of Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, R3, “Staff Injury, Illness, and Death Record Keeping.”
2. Background. There has been some confusion regarding the staff injury and occupational illness record keeping requirements detailed in PRH Chapter 5, Section 5.18, R3. Since January 1, 2005, Job Corps staff (defined below) and student work-related injuries and occupational illnesses have been documented on the same OSHA 300 Log, which is maintained in the Safety and Health Information Management System (SHIMS). The only record keeping requirement in SHIMS for Job Corps staff is OSHA 301 and 300. A CA-1 or CA-2 is never completed for staff in the Department of Labor’s SHIMS.
3. Explanation of Changes. PRH Chapter 5, Section 5.18, R3 has been revised as follows:
  - a. A note was added indicating, “Staff is defined as all contractors, federal employees, and temporary employees who work at a Job Corps center.”
  - b. 29 CFR 1960 Subpart I was added to the applicable regulations.
  - c. Language explaining the applicable regulations was added: “These regulations require that a single OSHA 300 Log be maintained for each federal agency establishment; each Job Corps center is classified as an establishment. As such, all work-related injuries and occupational illnesses suffered by federal employees and contractors at the establishment must be captured on the same OSHA 300

Log. This requirement has no bearing on the requirements of the corporate office or other federal agency.”

5. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
6. Effective Date. December 3, 2009.
7. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

Attachments

A – PRH Cover

B – PRH Chapter 5